

MEETING MINUTES DEC. 6, 2019

RDMT 252 10-11:30 a.m.

Meeting called to order: 10:01 a.m.

In attendance: Sameer Bhattarai, Dave Boden, Wes Evans, Wade Hampton, Warren Hejny, Scott Huber, Andy Hughes, Robert Kirchman, Logan Lorentzen, Casey Machen, Linda McGillicuddy, Haley Orthel-Clark, Kofi Poku, Melanie Purdy (chair), Cecilia Vigil, Rori Wilkis, Dolores Wonder

Absent: Cheryl Woehr

Guests: Amber Anaya, Cheryl Cardoza, Ed Corbett, Kerry Kuster, Ron Marston

Approve Minutes from October 18, 2019

Approval of October 18, 2019 Minutes: Dolores Wonder and Cecilia Vigil motioned and seconded respectively. The minutes were approved unanimously.

Update on Annual Plan Wording on Book Ordering

The wording will change to "Submit book orders in a timely manner" to make it clear for everyone regardless of how or if they submit orders. The Tutoring Center issue was brought up and it was noted the Salary, Benefits, and Budget Committee is reviewing the proposed guidelines concerning the Tutoring Center and other criteria suggested by the deans.

Course Evaluations

One committee member took evaluation to faculty and two members polled students. The revised evaluation was preferred by students and faculty; however, many faculty members do not care for the Emojis. With the agreement of the committee Chair Purdy guided the discussion on the revised form. Comments received were why do we need to know how much students worked at their outside jobs, how does it help the instructor if the results are anonymous, and suggested the question pertaining to whether the student learned a lot should be removed (pre-supposing). Suggestions received for wording were: How interested were you in this course at the start? Rankings to show whether the student felt engaged and learned a lot in the course. Ranking the statement: I was interested in this subject before I started this class. The committee also questioned whether the syllabus question was effective/useful as it is a requirement to provide a syllabus. Other revisions showed wording that relates to students better. For example: The course assignments contributed to my learning. On the evaluation of the instructor portion of the evaluation it was suggested to note the feedback is anonymous and the instructor cannot see comments until after grades are posted. Other suggestions were to ask the student if they thought the textbook was useful.

The committee paused this topic to discuss the Annual Plan with Scott Huber.

Suggestions received pertaining to the comments section of the student evaluation were to let the responder know the comments are mandatory and remove the box "what I liked about the instructor" and ask the student to specify what they liked about the instructor and provide one comment box. It was suggested to return the form with today's changes to the divisions and do an online vote. This item is going to senate as an informational item.

Annual Plan – Scott Huber

Scott brought forth some concerns over the self-evaluation portion of the plan and the proposed guidelines by one dean. The main concern was the detailed documentation of activities chosen. Ron Marston noted the deans have created proposed guidelines which are being shared with chairs and coordinators in order to collect feedback and align everyone. Chair Purdy will get the proposed guidelines and share with the committee. *The committee returned to the course evaluation discussion.*

Tenure Track Guidelines

Issues raised concerning peer evaluations were to specify office hours and how to evaluate if someone goes beyond their job description. Chair Purdy identified that many faculty, both tenure track, and tenured, submitted valuable comments and concerns about some of the wording, requirements, etc., on the form. The committee had additional robust discussion on the form. Based on all of this, Chair Purdy is going to heavily revise the current document, with the recurring revision themes as the guide. She will bring this revised document back to the committee at the January meeting.

Old Business

None

New Business

None

Meeting Adjourned: 11:34 a.m.

Next Meeting: January 24, 2020 from 12-2 p.m. in RDMT 333